Approved For Release 2001/05/23: CIA-RDP83T00573R000600030013-2

ODP-652-77
8 APR 1977

STATINTL

MEMORANDUM FOR:

Career Management Officer/DDA

FROM

: Clifford D. May, Jr.

Director of Data Processing

SUBJECT

: ODP Quarterly Status Report - SEMP, for October 1976 - 31 March 1977

Attached are our plans and accomplishments for the SEMP PROTATINTLE FY 77.

for Clifford D. May, Jr.

STATINTL

ODP ADMIN/

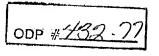
ja1/8Apri11977

STATINTL

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030013-2

Next 1 Page(s) In Document Exempt

Poloaco 2001/05/23 : CIA-RDP83T00573R000600030013-2



3 March 1977

Director of Communications MEMORANDUM FOR:

Director of Data Processing

Director of Finance
Director of Logistics
Director of Medical Services

Director of Personnel Director of Security Director of Training

Assistant to the Deputy Director for

Administration for Information

STATINTL

FROM

Career Management Officer/DDA

SUBJECT

Senior Executive Management Proficiency

(SEMP)

REFERENCE

Memo dtd 8 Oct 76, frm ADD/A to Office

Directors, same subj

- 1. In the referent memorandum the ADD/A asked that each Office Director prepare an annual report on the administration of the SEMP Program.
- 2. It is hereby requested that reports be submitted quarterly instead of annually. The first report will cover the period October 1976 through 31 March 1977; future reports will be due five working days after the end of each calendar quarter and will cover activity of the preceding 90 days. The report should include:
 - Name of Senior Executive a.
 - Course enrolled or attended b.
 - c. Dates of course
 - d. Cost of course

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030013-2

3. The report covering the first six months should be in my office by COB 8 April 1977. If there are any questions regarding the SEMP Program or the quarterly reporting period please call on extension 4142.

Att: Ref memo

STATINTL

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030013-2



DD/A 76-4968

8 OCT 1976

MEMORANDUM FOR: Director of Communications

Director of Data Processing
Director of Finance
Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

Assistant to the Deputy Director for Administration for Information

FROM Michael J. Malanick

Acting Deputy Director for Administration

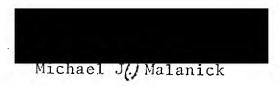
SUBJECT Senior Executive Management Proficiency

- This memorandum establishes the Senior Executive Management Proficiency (SEMP) program in the Directorate of Administration effective with fiscal year 1977.
- This program recognizes the desirability of maintenance of proficiency by our senior executives, the group that is the key to success in management of the Directorate's business. The Senior Executives in DDA to whom the program applies are the line officials -- the Directors and Deputy Directors of Offices and the Chiefs and Deputy Chiefs of Divisions (or equivalents). Participation in SEMP is ex officio--by virtue of position occupied. Staff officers are not included in the program.
- 3. SEMP encourages the senior executives to join with their peers in attendance at external programs sponsored by universities, associations, or other such organizations or in participation in appropriate Office of Training courses. Attached for distribution to each participant in SEMP is a booklet listing criteria and standards that are recognized for the program. Also attached for information and use by the participants is a copy of Professional Societies in the Social Sciences prepared by the Office of Training's Center for the Study of Intelligence (May 1976).

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030013-2

COLORS OF THE PROPERTY OF VALUE OF THE PROPERTY OF THE PROPERT

- 4. I plan to keep administration of SEMP as simple as possible by use of current procedures (e.g. application forms, approval channels, funding sources) and facilities. I ask that each Office Director be responsible for assuring that such action is taken as is required to give each senior executive the opportunity to meet the requirements of the program. I also ask that each Office Director forward a report at the close of each fiscal year on the administration of the SEMP program in his office. In those cases where the standards are not met, a simple explanation should be included.
- 5. I have tasked the Directorate's Career Management Officer to assume responsibility for coordination of the SEMP program and for providing you such advice, guidastatint and support as requested.



Attachments As Stated

Distribution:

Orig - D/CO

1 - cy w/att ea addn'l addressee

1 - DDA subj w/o att

1 - DDA chrono w/o att

1 - CMO/DDA w/att

1 - ea DDA/Training Officer w/att

Headquarters Distribution per Office

OC - 10 OF - 14

OL - 15

OMS- 1.0

OP - 10 OS - 10

OTR- 10 ODP- 10